

STAT

SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
1 April 1977
1000 hours - 1040 hours

1. There were no additions to the agenda for 1 April 1977.
2. ACTION : Promotion Recommendation -

GS-04 to GS-05

MAJORITY: Concurred.

3. Secretarial assignments were discussed. [redacted]
STAT GS-05, Secretary Steno is joining the DDI/Policy Staff and will leave
STAT YORD on 15 April 1977. [redacted], Clerk Typist, GS-05,
STAT will move from [redacted] and will remain there until she leaves to go
STAT overseas with her husband in May or June. Discussion followed on
STAT [redacted] concern about being reinstated to the GS-06 level which
STAT she lost when she came to the Agency from the State Department.
STAT [redacted] was brought in at the GS-05 grade level but with almost the
STAT equivalent GS-06 salary she received at the State Department.
STAT [redacted] states she was given to understand by Office of Personnel
STAT that she could be reinstated to a GS-06 by memorandum after 90 days.
STAT [redacted] discussed this matter with Office of Personnel and
STAT stated that [redacted] could only move to a GS-06 by recommendation
STAT of her present supervisor.

4. [redacted] joined the Panel in the discussion of placement
STAT of AMR secretaries. The concern of the Panel was a) the junior
STAT secretaries were not able to receive proper attention and feedback
STAT due to their physical location, and b) more concern should be taken
STAT in the planning of secretarial responsibilities in the absence of the
STAT senior secretary. A tentative decision was made to reconsider the
STAT location of the junior secretaries until that time when arrangements
STAT could be made to have all four secretaries working in closer proximity.

5. The Panel reviewed the bulletin issued by the DDS&T Working
STAT Group of the CIA Federal Women's Program Board announcing a meeting
STAT for DDS&T Employees on "How You Can Surpass Yourself," on 13 April 1977
STAT from 9:30 - 1200 Noon. [redacted] stated he would send the notice
STAT around to all ORD Divisions urging the Division Chiefs to allow as
STAT many employees to attend as possible. (Copy attached)

5 April 1977

[redacted]
Executive Secretary, SP/ORD

EYES ONLY

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APPROVED:

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6 April 1977
Date

5 April 1977
Date

5 April 1977
Date

11 April 1977
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5 April 1977
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